

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

EMPLOYMENT RELATIONS PROGRAM COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions performing employment relations work in a state agency as the coordinator or supervisor of an employment relations program within one of the major agencies or at one of the two doctoral campuses within the University of Wisconsin System (UW Madison or UW Milwaukee) or as the primary professional employment relations assistant to the Employment Relations Manager-UW System. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future; rather, it is designed to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this professional classification function as the coordinator of the employment relations program for (1) a major state agency (i.e., more than 1,500 permanent classified employees) or (2) one of the doctoral campuses within the University of Wisconsin System (i.e., UW-Madison, UW-Milwaukee) functioning with a high level of delegated authority from the UW System Administration or (3) primary professional employment relations assistant to the Employment Relations Manager-UW System, with system-wide responsibilities, and are part of an agency's or doctoral campus' central human resources management office. Employment relations program coordination work includes overseeing and providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in umpire, expedited and full arbitration and other forums; representing agency in labor management meetings and local negotiations; assisting supervisors in handling disciplinary matters; representing agency and the state as a member of master bargaining teams in contract negotiations; and performing other related work. Positions in this classification may meet the definition of supervisor contained in s.111.81 (19), Wis. Stats., and supervise other professional

employment relations staff (i.e., Employment Relations Specialist), although it is not necessary in order for a position to be appropriately classified as an Employment Relations Program Coordinator. Positions must meet the definitions of confidential and management contained in s. 111.81 (7) and (13), Wis. Stats., respectively.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions performing labor relations work in the Department of Employment Relations. Such positions are more appropriately classified as Labor Relations Specialist.
2. Positions performing professional employment relations work in a state agency at the staff level. Such positions are more appropriately classified as Employment Relations Specialist.
3. The single position within the University of Wisconsin System with system-wide labor relations responsibility which is more appropriately classified as Employment Relations Manager – UW System.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by a competitive examination process.

II. DEFINITION

EMPLOYMENT RELATIONS PROGRAM COORDINATOR

This classification is reserved for the program coordinator or supervisor over a large employment relations program (1) at one of the major agencies (more than 1,500 permanent classified employees), i.e., the Departments of Corrections, Natural Resources, Transportation, Health & Family Services, Workforce Development; (2) at each of the University of Wisconsin doctoral campuses (UW-Madison and UW-Milwaukee); or (3) as the primary professional employment relations assistant to the Employment Relations Manager-UW System, with system-wide responsibility. Work includes performing professional employment relations work and may include supervising other professional employment relations staff providing interpretations of collective bargaining agreements; conducting investigations and hearing third-step grievances; representing management in umpire, expedited and full arbitration and other forums; representing agency in labor management meetings and local negotiations; assisting supervisors in handling of disciplinary matters; representing agency and the state as a member of master bargaining teams in contract negotiations; and performing other related work.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created in order to accommodate the expansion of the broadband pay structure implemented on March 12, 2000 and announced in Bulletin CLR/SC-109. This single level classification replaced the Employment Relations Specialist 3 & 4 classifications that were abolished on that date. One position, formerly at the ER Specialist 4 level, was moved to the newly created ER Manager – UW System classification. This classification was modified effective July 2, 2000 to include the third allocation and announced in Bulletin CLR/SC-115.

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